FedReg Instructions

A. **Before requesting a FedReg account, please confirm that your agency has an appointed Agency Registration Official (ARO).**

  1. On https://www.bpn.gov/far/:
      a. Click on "Extracts".
      b. Click on "ARO Listing".

  OR

  2. Go straight to the ARO listing: click https://www.bpn.gov/far/AroList.aspx.
  3. If no ARO exists, your agency must appoint one. The pending ARO then sends an email to pat.brooks@gsa.gov at IAE requesting ARO appointment.
  4. When your agency has an ARO, continue on to the next section.

B. **If your agency's ARO is on the list and you do not have a FedReg account, please do the following to request one:**

  1. Click on "Request Access" on the FedReg Login page, https://www.bpn.gov/far/.
  2. This takes you to the BPNSE Registration System (BRS) at https://www.bpn.gov/brs/.
  3. Read the terms and conditions, and check the check box at the bottom.
  4. Click on "New User".
  5. Answer the questions, and click on "View Available Applications".
  6. Select FedReg for the application, and click on "Submit Application Request".
  7. Complete the User Profile, and click on "Submit Profile".
  8. The request is sent to your Agency Registration Official (ARO).

  Screen shots and more details on requesting access can be found in the User's Guide on page 6 located here: https://www.bpn.gov/FAR/docs/FedRegUserguide.doc#_Toc223173261.

  For password resets and assistance, contact BPNSE Accounts at Accounts@bpn.gov or call 269-961-4567 or DSN 661-4567. Please provide your name, phone number, and user ID.

C. **If you already have a FedReg account and want to create or renew a record:**

  1. Log into FedReg.
  2. Fill in information if you are creating a new record.
  3. Access your record, and check all fields for accuracy.
  4. Update any fields that are outdated.
  5. Whether fields have been updated or not, press "Submit" before exiting.

For more information on FedReg, click https://www.bpn.gov/far/Help.aspx.